

KANSAS WIC POLICY MEMORANDUM
KANSAS-WIC-P-2020-02

TO: Parent and Sub-Agencies

FROM: Dave Thomason
Nutrition & WIC Services Director

DATE: January 30, 2020

RE:

CRT:04.00.00 Proof of Identity - AP

CRT: 04.00.00 Proof of Identity – Social Security Cards

Local agencies may now accept Social Security Cards as proof of identity for clients. This should not be promoted frequently, but should be used for those individuals that may not have other forms of identity available. If proof of identity needs to be retained for a client that provided their Social Security Card, e.g. separation of duties, please ensure that you redact the client's social security number on the copy that is being retained, prior to placing it within your files. If you have any questions, please contact your SA Lead. The new policy has been uploaded to the online Policy and Procedure Manual and can be found here, [CRT: 04.00.00 Proof of Identity](#). The option to select Social Security Card as proof of identity is now available in KWIC.

ACTION REQUIRED: Please review policy CRT: 04.00.00 Proof of Identity. Share information with appropriate staff.

If you have any questions regarding this memo, please contact the state staff member assigned to your agency.